

If your case review going to take place during a closed meeting use this checklist.

This checklist is based on the *Idaho Open Meeting Law Manual*.

<http://www.ag.idaho.gov/publications/legalManuals/OpenMeeting.pdf>

There are no requirements **prior** to holding a case review.

Before beginning a quality improvement case review, the presiding officer must:

- ☐ Verify that each person participating in the review has signed the confidentiality agreement.
- ☐ Remind those participating via telephone or other digital or electronic device that no other persons may have access to the information under discussion.
- ☐ Remind all participants that the purpose of the case review is to improve patient care and not intended to result in punitive action.

Following a quality improvement case review, the regional committee must:

- ☐ Send the final recommendation to the TSE program staff. Documents may be mailed or sent electronically.
- ☐ Regional committee officers must destroy all case review documents.

